



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Motor Vehicle Inspection Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Mechanic File

**CUTOFF:**EOCY

**DESCRIPTION:** Mechanics authorized to make inspections. Includes but not limited to current inspector/mechanic application or renewal application.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21343

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Signature Cards

**CUTOFF:**EOCY

**DESCRIPTION:** 3x5 cards used to verify authorized signatures on requests for requisition of Motor Vehicle Inspection supplies.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21341

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Station File

**CUTOFF:**EOSFY

**DESCRIPTION:** Stations authorized to make inspections. Includes but not limited to all station applications and renewals, amendments, sticker requisitions, performance reports records related to the purchase of inspection stickers, inspection state permit fees, and refunds made on inspection stickers that are returned. May be destroyed after conclusoin of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21342

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Motor Vehicle Inspection Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Warrant Requests

**CUTOFF:** End of Month

**DESCRIPTION:** Requests for payment of sticker refunds, covert expenses disbursements, and other division generated invoices. Copy. Original in Budget and Procurement Division.

**RETENTION:** Years: 0 Months: 3 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21340

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007